

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New Establishment <input type="checkbox"/> Other ation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	1. Agency Position No. R398072
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level Code		14. Agency Use			
15. Classified/Graded by	Official Title of Position			Pay Plan	Occupational Code
a. U.S. Office of Personnel Management					
b. Department, Agency or Establishment					
c. Second Level Review					
d. First Level Review	Fishery Biologist (94)			GS	482
e. Recommended by Supervisor or Initiating Office					
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)	

18. Department, Agency, or Establishment Department of Interior		c. Third Subdivision
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision	
b. Second Subdivision Region 3	e. Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____

Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

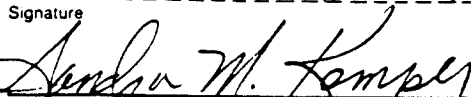
22. Position Classification Standards Used in Classifying/Grading Position

Standard Position Description R398072
Primary Standard, TS-27, 5/77

Typed Name and Title of Official Taking Action

Sandra M. Kemper

Personnel Management Specialist

Signature  Date **7/6/94**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

3rks

Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

25. Description of Major Duties and Responsibilities (See Attached)

Introduction

Incumbent serves as a Fishery Biologist under the general direction of the Project Leader in a Fishery Resources Office, Region 3, U.S. Fish and Wildlife Service. Typical but not all inclusive duties include:

A. Major Duties:

- Assists in performing proper methods and techniques involved in day-to-day fish management activities, including weighing, sorting, sampling, and measuring and marking fish.
- Conducts biological surveys for the protection and enhancement of the aquatic and fishery resources of the Great Lakes and Large Rivers Region.
- Applies chemicals as directed for control of aquatic vegetation, observes and reports results of treatment.
- Uses computers and other data processing equipment to enter, process, and summarize fishery data for reports.
- Prepares reports and recommendations based on the results of the biological studies.
- Assists in study design and assessment plans for fisheries needs.
- Assists in the development of fish stocking schedules for waters under the jurisdiction of the Fisheries Resources Office.

B. Factors:1. Knowledge Required by the Position:

- Knowledge of theory, principles, and methods of fishery biology and a working familiarity with related disciplines such as would be obtained through a college major in fishery biology or its equivalent in order to perform elementary data collection and analysis tasks in fishery biology.
- Knowledge of the technical terminology used in the field of fishery biology.
- Skill in presenting data and its analysis, discussion and recommendations in a form requiring minimum review and editing.
- Skill in operation of motorized vehicles.

- Skill in operating small motorized watercraft on reservoirs and rivers under rough water conditions.
- Ability to make independent, sound decisions in regard to continuing or terminating field operations in the face of hazardous weather or water conditions.
- Ability to become certified in the use of electrofishing gear as required by section 24AM13 of the U.S. Fish and Wildlife Service Safety Manual within three weeks of entering on duty.

2. Supervisory Controls:

Incumbent is under the direct supervision of the Project Leader for daily work assignments. Incumbent is expected to perform independently those tasks which include simple and direct application of acquired learning. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to the supervisor. As tasks recur, the incumbent performs them under greater independence.

3. Guidelines:

Guidelines are available in the form of manuals, textbook, and correspondence relating policies, procedures, precedent actions and interchanges with the supervisor. Incumbent uses judgement to select from a large number of guidelines.

4. Complexity:

Incumbent is required to select, interpret, adapt, or modify existing methods, practices and procedures to accomplish required end results. Work consists of a variety of well defined tasks in which the incumbent directly applies the principles and methods of fishery biology.

5. Scope and Effect:

The incumbent collects and processes biological data which will be used to develop, implement and evaluate Fisheries Management Plans on Federal lands. Work effects the quality of these plans and evaluations, and subsequently, the quality of fisheries on Federal lands.

6. Personal Contacts:

Contacts are with co-workers, local conservation organizations and groups, cooperating State and Federal agencies, and the general public.

7. Purpose of Contacts:

Contacts are required for the purpose of providing work directions to co-workers, explaining and disseminating information to groups and individuals, and exchange of information.

8. Physical Demands:

The work requires considerable physical exertion such as walking over wet, muddy, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, lifting, seining and netting. The work requires average agility and average to above average dexterity.

9. Work Environment:

The work requires both office and outdoor work. The office is adequately lighted, heated and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.

Is responsible for the safety and health of all persons and operations under their direction. Provides complete safety instructions to co-workers (including YCC, Work-Study, and assisting cooperators) prior to assignment of duties; enforce all safety rules and regulations; inspect area for unsafe practices and conditions and take corrective actions to eliminate any hazards.

Incumbent is required to obtain and properly wear uniform components within Class __ and __. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in the manner prescribed in 3 AM 3 of the Administrative Manual.